

AIM Assessment Pre-Label Collection via Direct Entry

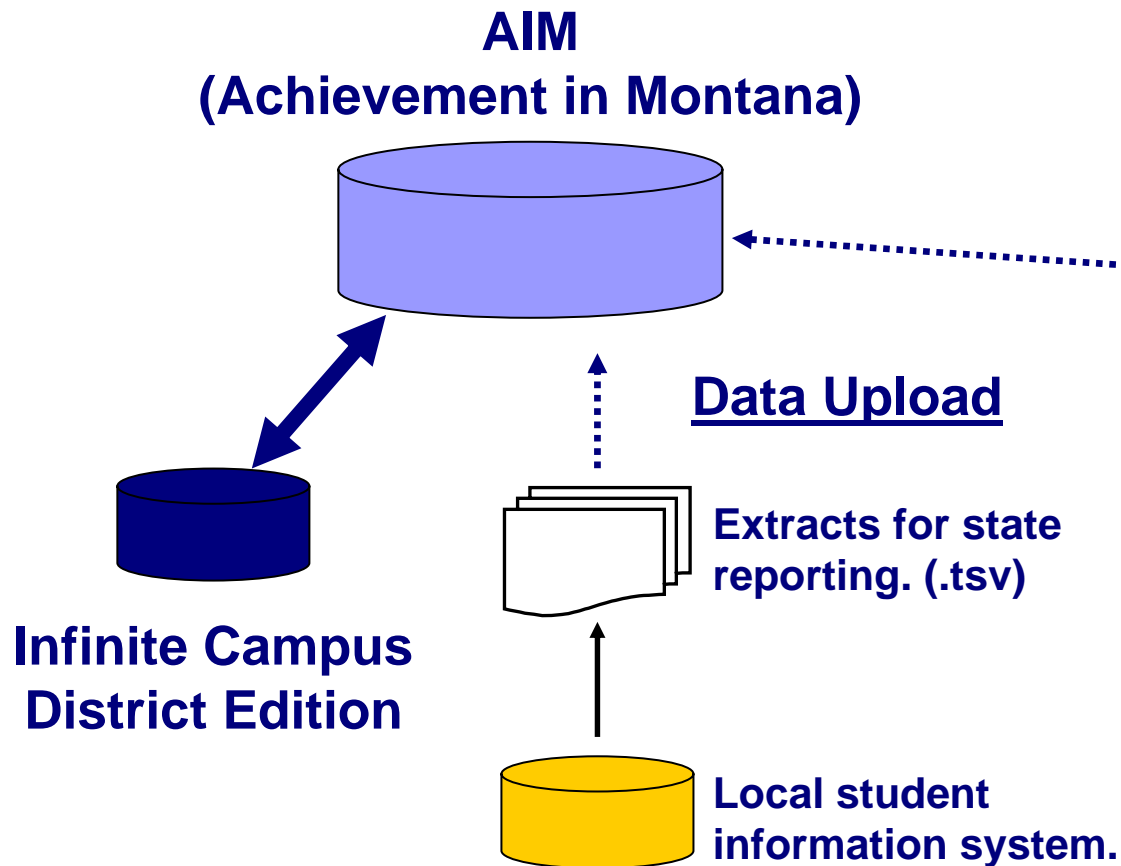
Agenda

1. Overview and purpose
2. AIM Navigation
3. Configure Calendars
4. Enroll Each Student
5. Who to call for help

Overview of Process

- The purpose of the December Collection is to enter student enrollment information.
- This information will be provided to Measured Progress to register students for the CRT statewide assessment and create labels for the test answer sheets.
- The collection will end January 5th.

Overview of Process



Direct Data Entry



Student ID

- If you have not entered demographic information for your students, you will need to do this before proceeding.
- Instructions can be found on the AIM website at www.opi.mt.gov/aim.html under the Training and Instructions tab

AIM Navigation

- AIM is organized in **School Years**, then **School Districts**, then **Schools**, then **Calendars**
- Students are **Enrolled** into **Calendars**

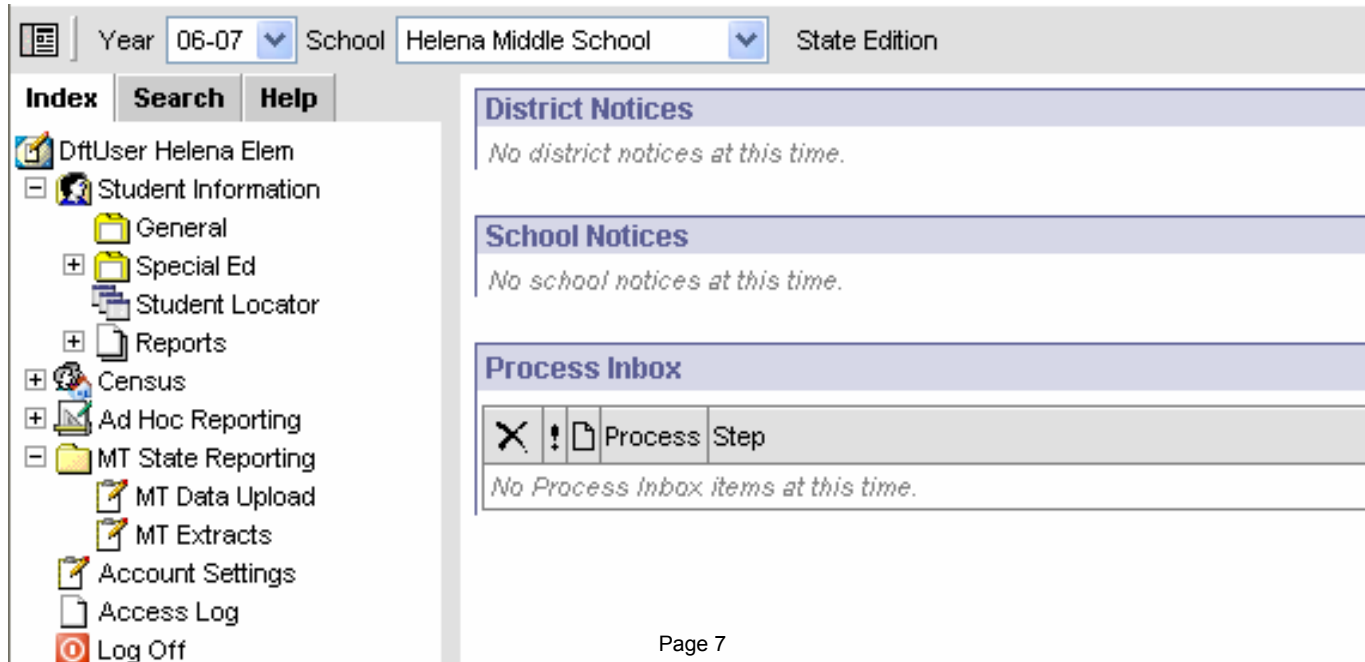
Year District School Calendar

All Schools

- Broadwater School
- Bryant School
- C R Anderson Middle Schl
- Central School
- Four Georgians School
- Hawthorne School
- Helena Middle School
- Jefferson School
- Jim Darcy School
- Kessler Elementary School
- Rossiter School
- Smith School
- Staging School
- Warren School

Campus Navigation

- Available index items are based on the permissions given to a user. If a School has only one **Calendar**, no Calendar list is displayed.



The screenshot displays the Infinite Campus web application interface. At the top, there are filters for Year (06-07), School (Helena Middle School), and State Edition. Below these are tabs for Index, Search, and Help. The Index menu is expanded, showing a list of items: DftUser Helena Elem, Student Information (with sub-items General, Special Ed, Student Locator, and Reports), Census, Ad Hoc Reporting, MT State Reporting (with sub-items MT Data Upload and MT Extracts), Account Settings, Access Log, and Log Off. On the right side, there are three sections: District Notices, School Notices, and Process Inbox. Each section contains a message stating "No [district/school/process] notices/items at this time." The Process Inbox section includes a table header with columns for Process and Step, but it is currently empty.

Process	Step
No Process Inbox items at this time.	

Connecting to AIM (OPI's IC State Edition)

- Web Address (URL):
<https://aim.opi.mt.gov/mtstate/aim.jsp>
- User name and password, sent by OPI on Sept 1st to the Authorized Representative
- If you are unable to locate your password, please call the AIM Project Manager at 444-1641.



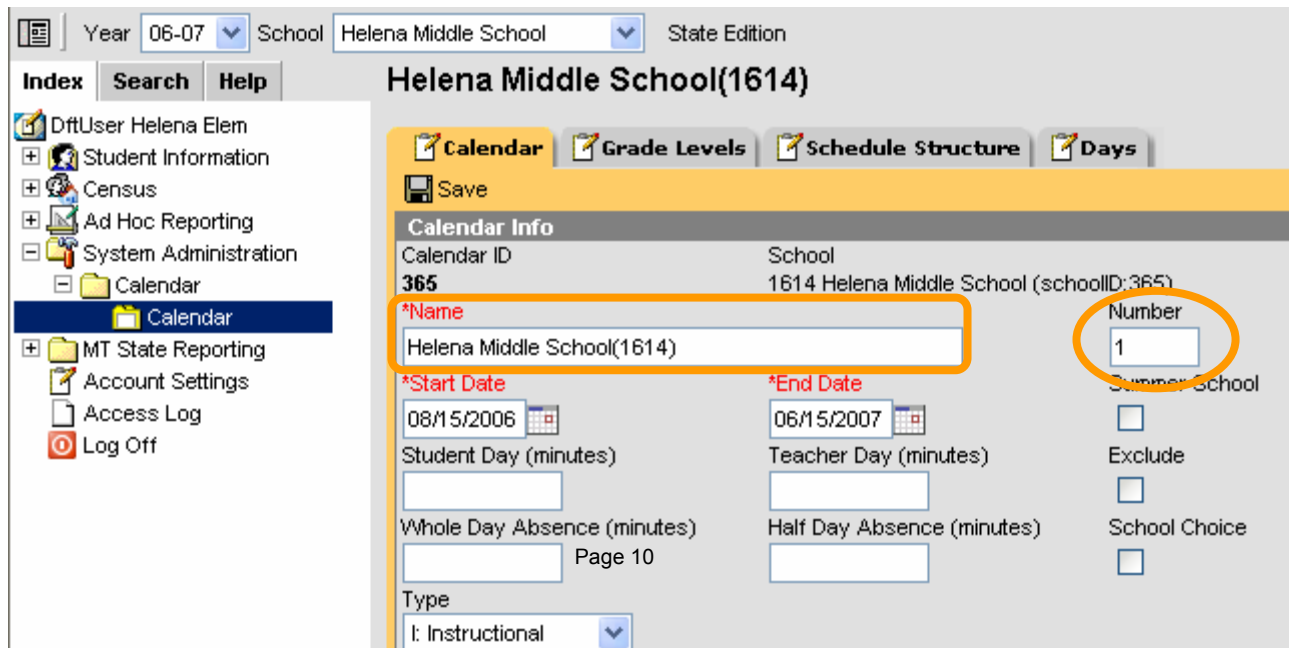
The screenshot shows a login window titled "Infinite Campus State Edition" with "Version: 2007.1" below it. The main heading is "Montana AIM". There are two input fields: "User Name:" and "Password:". Below the password field is an "OK" button.

Configure Calendars

- Each School has been provided with one default Calendar. You will need to configure this Calendar with the following information:
 - ☐ Verify Calendar name
 - ☐ Give the Calendar a number
 - ☐ Enter correct start and end dates

Configure Calendars

- With a School selected, navigate to System Administration > Calendar > Calendar
- The Calendar name should be in the format School Name(####).
- Give the Calendar a Number.



Year: 06-07 School: Helena Middle School State Edition

Index Search Help

Calendar Helena Middle School(1614)

Calendar Info

Calendar ID: 365 School: 1614 Helena Middle School (schoolID:365)

*Name: Helena Middle School(1614) Number: 1

*Start Date: 08/15/2006 *End Date: 06/15/2007

Student Day (minutes): Teacher Day (minutes): Summer School: ☐

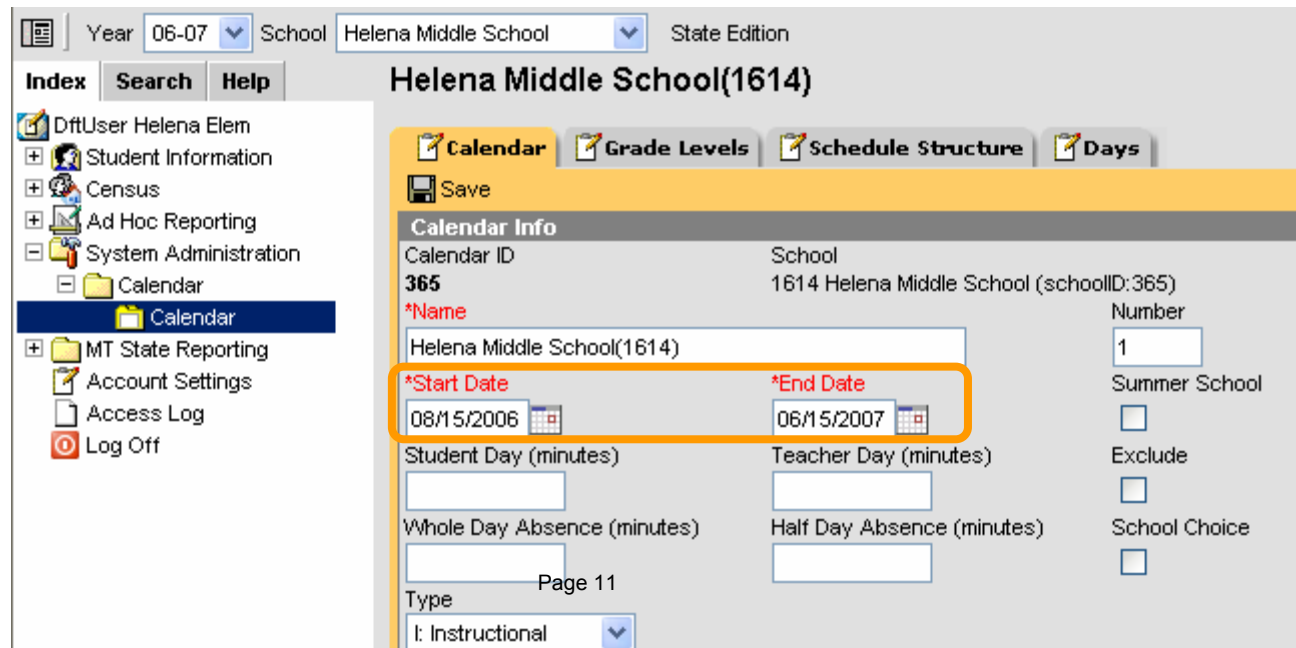
Whole Day Absence (minutes): Half Day Absence (minutes): Exclude: ☐

Page 10 School Choice: ☐

Type: I: Instructional

Configure Calendars

- Enter correct Start Date and End Date.
(The dates entered here should include days for administration and teacher in-service)
- Repeat for each school in the district



Year: 06-07 School: Helena Middle School State Edition

Index Search Help

Helena Middle School(1614)

Calendar Grade Levels Schedule Structure Days

Save

Calendar Info

Calendar ID: 365 School: 1614 Helena Middle School (schoolID:365)

*Name: Helena Middle School(1614) Number: 1

*Start Date: 08/15/2006 *End Date: 06/15/2007

Student Day (minutes): Teacher Day (minutes):

Whole Day Absence (minutes): Half Day Absence (minutes):

Type: Instructional

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Summer School: ☐

Exclude: ☐

School Choice: ☐

Enroll Each Student

- Under Student Information, select the Student Locator to Search for each student
- Make sure correct School is selected from the drop-down list

Year School State Edition

Index Search Help

☐ DftUser Circle Elem
☒ Student Information

- ☐ General
- ☐ Special Ed
- ☒ Student Locator
- ☐ Reports

☐ Census

- ☒ People

☐ Ad Hoc Reporting

- ☐ Filter Designer
- ☐ Report Designer
- ☐ Report Builder
- ☐ Data Export
- ☐ Cube Designer

☐ System Administration

- ☐ Calendar

☐ MT State Reporting

- ☐ MT Data Upload

Student Locator

Student Search

Search for a student already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student

Last Name*
 First Name*
 Gender*
 Birth Date
 Middle Name
 SSN #
 State ID

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Name	State ID	Gender	Birth Date	%
Bennet, Jane Eileen	913765127	F	06/07/1993	100
BENNETT, JAYME K	736301500	F	07/31/1992	33
Bennett, Jaymee	338999400	F	05/15/1995	33

Enroll Each Student

- Enter Student's Last Name, First Name and Gender. Click the Search button.
- If the student has been enrolled anywhere in the state, their information will be listed, including the student's State ID and Birth Date

Year: 06-07 School: Redwater 7-8 State Edition

Index Search Help

Student Locator

Student Search
Search for a student already tracked in Campus using the fields provided, required fields are in red. Select a student from the list or click on Create New Student

Last Name* Bennet
First Name* Jane
Gender* F
Birth Date
Middle Name
SSN #
State ID

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Search-->

Name	State ID	Gender	Birth Date	%
Bennet, Jane Eileen	913765127	F	06/07/1993	100
BENNETT, JAYME K	736301500	F	07/31/1992	33
Bennett, Jaymee	338999400	F	05/15/1995	33

Enroll Each Student

- Click on the matching student, and if they are enrolled in your district, you will be taken to their Summary Tab
- Click on the Enrollments tab to see enrollment information

Year: 06-07 School: Redwater 7-8 State Edition

Index Search Help

DrftUser Circle Elem

- Student Information
 - General
 - Special Ed
 - Student Locator
 - Reports
- Census
- People
- Ad Hoc Reporting
 - Filter Designer
 - Report Designer
 - Report Builder
 - Data Export
 - Cube Designer

Bennet, Jane E
 Grade: 08 #913765127 DOB: 06/07/1993 Gender: F

Summary **Enrollments** Programs Assessment Behavior

Print Enrollment History New

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Circle Elem Redwater 7-8(1800)	08/15/2006	

Start Status: 1 Original entry into a school
 End Status:

Enroll Each Student

- If the enrollment is in the correct school, click on the enrollment line and verify the information: Grade, Start Date, Start Status, Service Type, and (if applicable) End Date, End Status and Dropout Code. Then **Save**.

Index Search Help

DrUser Circle Elem

Student Information

General

Special Ed

Student Locator

Reports

Census

People

Ad Hoc Reporting

Filter Designer

Report Designer

Report Builder

Data Export

Cube Designer

System Administration

Calendar

MT State Reporting

MT Data Upload

MT Exports

Bennet, Jane E

Grade: 08 #913765127 DOB: 06/07/1993 Gender: F

Summary Enrollments Programs Assessment Behavior

Save Delete Print Enrollment History New

Edit	Grade	Type	Calendar	Start Date	End Date
	08	P	Circle Elem Redwater 7-8(1800)	08/15/2006	

General Enrollment Information

*Calendar Redwater 7-8(1800) *Schedule Main *Grade 08 Class Rank Exclude ☐

*Start Date 08/15/2006 No Show ☐ End Date

*Start Status 1: Original entry into a school

Start Comments

End Action *Service Type P: Primary

End Status

End Comments

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Enroll Each Student


- If the matching student is enrolled in your district, but is enrolled in a “Staging School” or “Staging Calendar”, this is a temporary enrollment that must be replaced.
- Click on the **New** icon to bring up a new enrollment record

Bingley, Charles S
 Grade: **UG** #296757394 DOB: 09/22/1992 Gender: **M**

[Summary](#)
[Enrollments](#)
[Programs](#)
[Assessment](#)
[Behavior](#)

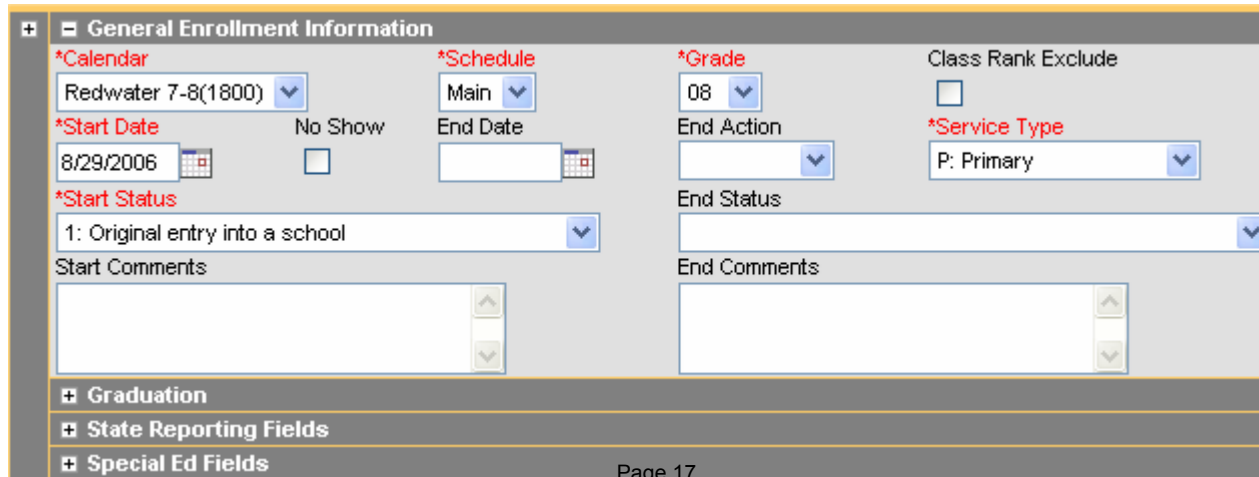
[Print Enrollment History](#)
[New](#)

Enrollment Editor

Edit	Grade	Type	Calendar	Start Date	End Date
	UG	P	Circle Elem Staging Calendar	08/23/2006	
Start Status: 1 Original entry into a school					
End Status:					

Enroll Each Student

- Enter correct information for Schedule (“Main”), Grade, Start Date, Start Status, Service Type, and (if applicable) End Date, End Status and Dropout Code. Then **Save**.
- There is no need to attempt to delete the “staging” record. It will be deleted during system clean-up.



The screenshot shows the 'General Enrollment Information' form. It includes fields for *Calendar (Redwater 7-8(1800)), *Schedule (Main), *Grade (08), Class Rank Exclude (unchecked), *Start Date (8/29/2006), No Show (unchecked), End Date, End Action, *Service Type (P: Primary), *Start Status (1: Original entry into a school), End Status, Start Comments, and End Comments. Below the form are tabs for Graduation, State Reporting Fields, and Special Ed Fields. The page number 'Page 17' is visible at the bottom.

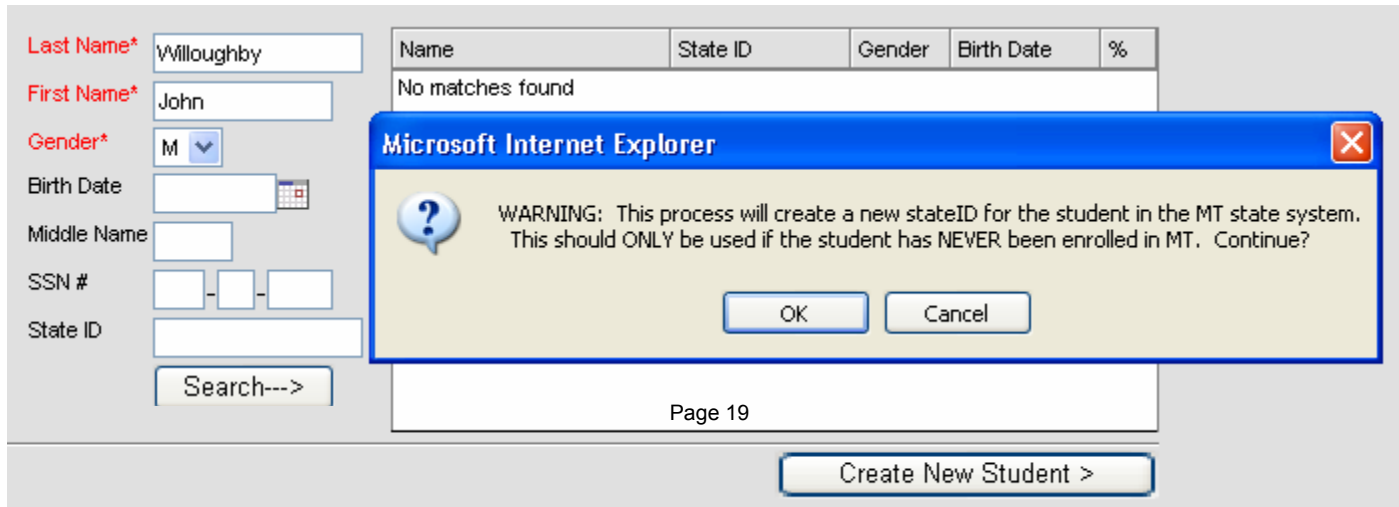
Enroll Each Student

- If the matching student is enrolled in another district within the state, you will be taken immediately to a new enrollment record
- Make sure you have the correct School selected
- Verify the student's demographic information.
- Enter enrollment information for the student, then **Save**

Identity Info			
*Last Name	*First Name	Middle Name	Suffix
Darcy	Georgiana	E	
*Gender	Birth Date	Soc Sec Number	
Female	12/26/1992		
Race Ethnicity			
05: White			
Birth Country			
Date Entered US			
Birth Verification			
Nickname			
Comments			
Enrollment Detail			
*Calendar	*Schedule	*Grade	Class F
Redwater 7-8(1800)			
*Start Date	No Show	End Date	End Action
	<input type="checkbox"/>		
*Start Status	End Status		*Service
1: Original entry into a school			P: Print
Start Comments	End Comments		

Enroll Each Student

- If you do not find a match for your student, **double check** the information you have entered. The Student Locator uses “sounds like” criteria for finding matches.
- After trying variations of the student’s name, if there is still no match, click the Create a New Student button. (You will be shown a warning.)



The screenshot displays the Student Locator web application. On the left, there is a form with the following fields: Last Name* (Willoughby), First Name* (John), Gender* (M), Birth Date (empty), Middle Name (empty), SSN # (empty), and State ID (empty). A 'Search--->' button is at the bottom of this form. To the right, a table with columns Name, State ID, Gender, Birth Date, and % shows 'No matches found'. Overlaid on this is a 'Microsoft Internet Explorer' warning dialog box with a question mark icon. The text in the dialog reads: 'WARNING: This process will create a new stateID for the student in the MT state system. This should ONLY be used if the student has NEVER been enrolled in MT. Continue?'. It has 'OK' and 'Cancel' buttons. Below the dialog, the text 'Page 19' is visible, and at the very bottom is a 'Create New Student >' button.

Name	State ID	Gender	Birth Date	%
No matches found				

Microsoft Internet Explorer

WARNING: This process will create a new stateID for the student in the MT state system. This should ONLY be used if the student has NEVER been enrolled in MT. Continue?

OK Cancel

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Create New Student >

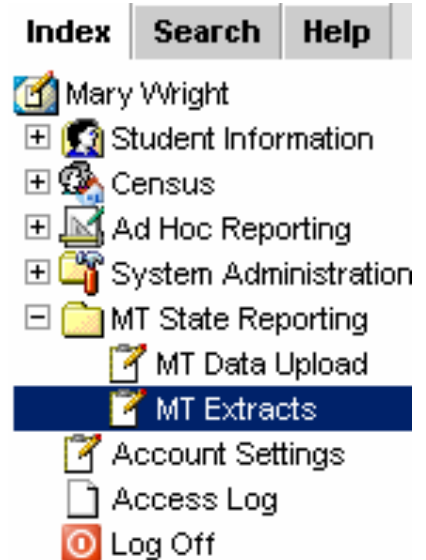
Enroll Each Student

- Enter identity and enrollment information for the student, then **Save**.
- The State ID number is assigned when the record is saved.

Identity Info			
*Last Name	*First Name	Middle Name	Suffix
Willoughby	John		▼
*Gender	Birth Date	Soc Sec Number	
Male ▼			
Race Ethnicity	No		
05: White ▼			
Birth Country			
Date Entered US			
Birth Verification			
Nickname			
Comments			
Enrollment Detail			
*Calendar	*Schedule	*Grade	Class Rank E
Redwater 7-8(1800) ▼	▼	▼	<input type="checkbox"/>
*Start Date	No Show	End Date	*Service Typ
	<input type="checkbox"/>		P: Primary
*Start Status	End Status		
1: Original entry into a school ▼			
Start Comments	End Comments		

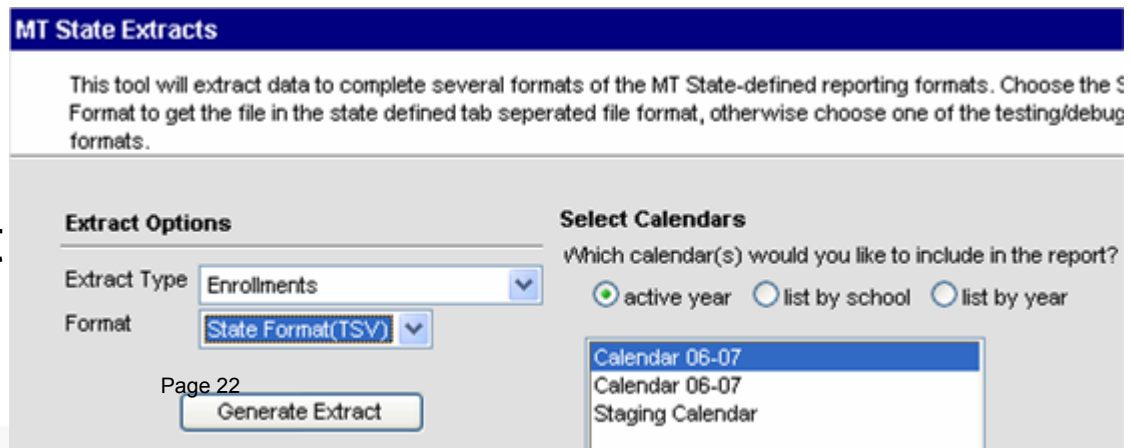
Extract Data

- If you would like an electronic copy of your Enrollment information you can create an extract of this information.
 - Select the correct school from the drop-down list, then navigate to MT State Reporting > MT Extracts



Extract Data

- For Extract Type, select Enrollments.
For Format, select State Format (TSV)
- All Calendars in the District will be displayed. Select Calendar(s) and click the Generate Extract button.
- Save your file to a location and name of your choice.
- If you do not have a local SIS, you can use Excel to open the file you just extracted.
- If you have a local SIS, you may import the data into your system.



MT State Extracts

This tool will extract data to complete several formats of the MT State-defined reporting formats. Choose the S Format to get the file in the state defined tab separated file format, otherwise choose one of the testing/debug formats.

Extract Options

Extract Type:

Format:

Select Calendars

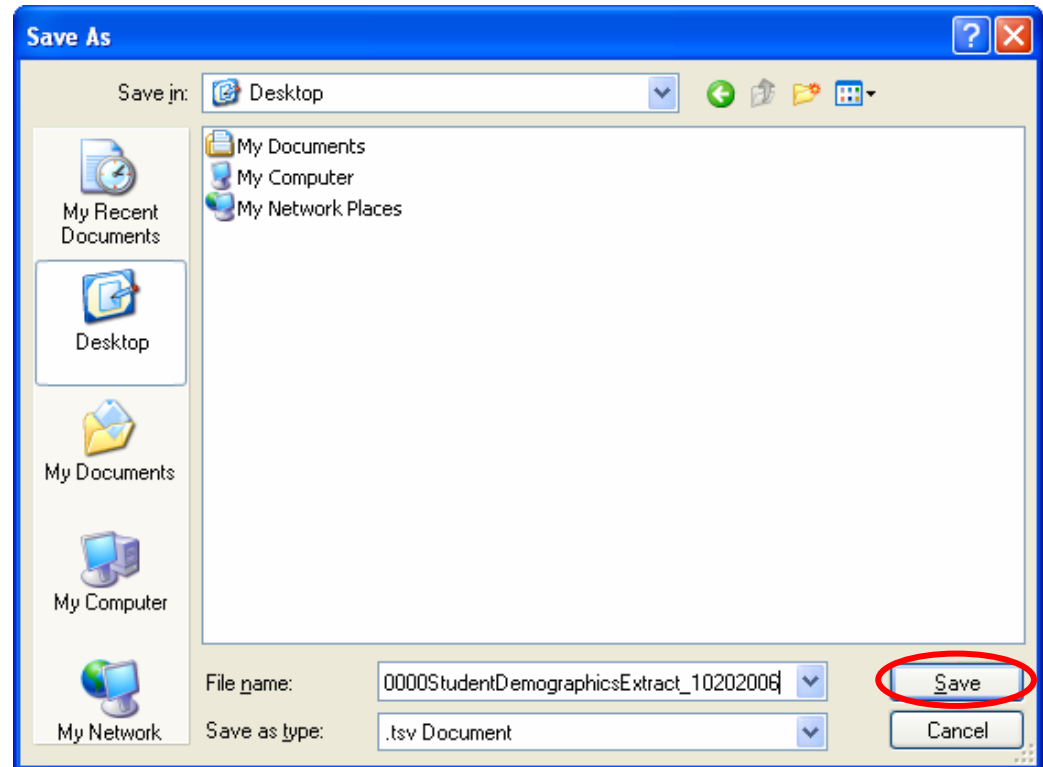
Which calendar(s) would you like to include in the report?

☒ active year ☐ list by school ☐ list by year

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Save the File

- Click on save
- Save the file to a location and name of your choice.
 - If you have multiple legal entities, use the following naming standard:
 - xxxStudentEnrollExtract
mmddyyyy.tsv
 - xxx=legal entity number
 - mm=two digit month
 - dd=two digit day
 - yyyy=four digit year
- Repeat the process by logging off and back in for each of your legal entity system accounts



Who to Call for Help

- Login and Password Information
 - OPI Help Desk – 444-3448
 - OPI Project Manager – 444-1641
- Questions on data elements
 - OPI – Student Records Manager – 444-3495
 - OPI – Data Resource Manager – 444-3494
- Technical questions
 - Infinite Campus Help Desk 1-888-461-2004
- Other questions
 - OPI – Project Manager – 444-1641